

Appendix 5

Sample Survey Instrument



STATE OF CALIFORNIA
DEPARTMENT OF PERSONNEL ADMINISTRATION
TOTAL COMPENSATION SURVEY
LAW ENFORCEMENT CLASSES

January 2007

State of California, Department of Personnel Administration
Total Compensation Survey – Law Enforcement Classes

Introduction

CPS Human Resource Services, on behalf of the State of California Department of Personnel Administration (DPA) is conducting a total compensation survey for selected law enforcement classes. DPA has identified your agency as part of the State of California labor market and would greatly appreciate your assistance in collecting the necessary information.

This survey is divided into three sections, based upon the types of classes being surveyed, which are:

- Section 1 - Patrol/State Trooper Classes
- Section 2 - Correctional/Custody Classes
- Section 3 - Other Law Enforcement Classes

The first page of each section contains a brief description of the survey classes within that section followed by detailed descriptors and data collection sheets. For each survey classification, there are questions with respect to the salaries paid, and the number of budgeted and filled positions. There are also sections regarding bargaining unit composition and cost of living adjustments, and for some classes, general questions on how some functions are handled within your agency.

We are also seeking information regarding benefits and premium pay practices that may be detailed within your agency's Memoranda of Understanding (MOU), salary schedules, personnel resolutions, benefits summaries and related human resources documentation. CPS is seeking access to this documentation so that we can gather the benefit and premium pay data and then contact you to validate that data. The premium pay and benefits information that will be collected and compiled by CPS includes:

- Retirement information
 - Retirement formula, e.g. 3%@50
 - Final compensation for retirement formula, e.g. single highest year, average of three years
 - Any differing retirement practices for new employees
 - Any benefits caps, e.g. 90% of final pay
 - Social security practices (e.g. participation at full rate or Medi-Care rate)
- Longevity pay
- Employer contributions to deferred compensation plans
- Education incentives
- Uniform pay
- Motorcycle pay
- Fitness pay
- Other premium pay offered
- Cafeteria plan practices including any cash back provisions
- Employer contribution to the most commonly used medical, dental and vision plans
- Prescription drug coverage and any employer/employee contributions required for coverage
- Life insurance benefit and premium cost
- Accidental Death and Dismemberment insurance benefit and premium cost
- Short term disability plan practices
- Long term disability benefit and premium cost

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- Retiree medical plan practices including:
 - Premiums paid for all coverage categories
 - Eligibility requirements
 - Vesting practices
- Leave practices including:
 - Vacation
 - Holidays
 - Sick leave
 - Administrative leave
 - Leave buyback practices

As mentioned above, this benefits and premium pay practices information will be compiled by CPS, but we will need your assistance in obtaining the relevant documentation such as MOU's, benefits summaries and personnel resolutions.

Participating Agency Contact Information

Please complete the following information so that we can track responses and follow-up as necessary.

Agency Name

Address

Contact Name

Title

Telephone Number

Fax Number

E-mail Address

Website where agency human resources and labor relations documentation such as MOU's, benefits summaries, classification specifications, salary schedules reside: _____

Please return your completed survey by February 16, 2007 to:

CPS Human Resource Services

Attn: Deborah Owen

241 Lathrop Way

Sacramento, CA 95815

dowen@cps.ca.gov

916-471-3122

If you have questions please contact Debbie at the phone number above.

State of California, Department of Personnel Administration
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General Information/Survey Instructions

This section of the survey is used to (i) collect general information on your agency's size and compensation practices, and (ii) provide information on the survey packet content and instructions on how each section should be completed.

General Information

What is the total number of full-time employees within your agency? _____

Please provide details of your salary plan structure/administration. If your agency utilizes an open range plan, please provide the control point (e.g. mid-point, range maximum or any other point within the range).

- Step plan (indicate number of steps) _____
- Open range (indicate control point) _____

Survey Instructions

This survey is divided into three sections, based upon the types of classes being surveyed, which are:

- Section 1 – Patrol/State Trooper Classes
- Section 2 - Correctional/Custody Classes
- Section 3 - Other Law Enforcement Classes

If you have these classes within your organization, then all three sections should be completed. However, we anticipate that some agencies may not utilize classes that match every one of the survey classes.

Each survey section includes salary data collection sheets for the survey classifications that include a descriptor and asks you to provide the following information on a class by class basis:

- Your agency's comparable class title.
- The monthly minimum and maximum salary provided to the comparable class; this salary data should be effective January 1, 2007.
- The number of budgeted and filled positions within your agency for each comparable class.

If your agency does not have a comparable class, please indicate that you have no match. If your agency uses any class or classes that perform similar duties, please so indicate on the "Comments" line. Any other relevant information can be placed on that line as well.

Each section also requests the identification of the bargaining units representing the employees in the survey classifications. While much of the premium pay and benefits data will be compiled by CPS for review by your agency at a later date, your assistance in providing the requested information on bargaining unit composition and cost of living adjustments in each of the sections is most appreciated.

SECTION 1 – PATROL/STATE TROOPER CLASSIFICATIONS

- **Patrol Officer/State Trooper** – Sworn classification performing Patrol Officer/State Trooper law enforcement duties.
- **Sergeant** – Sworn classification serving as a first-level supervisor to a group of law enforcement officers.
- **Captain** – Sworn classification serving as a field office commander or in charge of a major staff function in a headquarters or division office.
- **Regional/Divisional Chief** – Sworn classification serving as a regional/divisional chief directing the activities of a geographic area or headquarters division.

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Total Compensation Survey – Law Enforcement Classes

Section 1.1: Salary Data

This section of the survey requests base salary information, as well as the number of positions within each classification, both budgeted and filled. If there is no comparable classification, please so indicate. Also, please identify any classification(s) that performs related duties under the “Comments” section in each box. The effective date for this salary data should be **January 1, 2007**.

SALARY SURVEY DESCRIPTION AND DATA COLLECTION SHEET	
PATROL/STATE TROOPER CLASSES	
EFFECTIVE DATE OF SALARIES: JANUARY 1, 2007	
Patrol Officer/State Trooper	
As a sworn peace officer, performs law enforcement duties on behalf of the public to protect life and property, and to preserve law and order; performs patrol duties; enforces laws and regulations; issues citations; serves court-issued warrants; makes arrests; recovers evidence and provides for its safekeeping; conducts preliminary investigations and prepares written reports on law violations; gathers evidence; interviews witnesses, victims, informants and suspects for information supporting criminal complaints; testifies in court.	
Comparable Classification _____	
Monthly Minimum Salary _____	Maximum Monthly Salary _____
No. of Budgeted Positions _____	No. of Filled Positions _____
Comments _____	

Sergeant	
As a sworn peace officer, serves as first-level supervisor to a group of law enforcement officers. Monitors and supervises law enforcement officers' activities in the field; conducts performance evaluations; conducts briefing sessions; provides training; prepares work schedules; serves as the Incident Commander at major incidents; conducts citizen complaint investigations and internal or administrative investigations.	
Comparable Classification _____	
Monthly Minimum Salary _____	Maximum Monthly Salary _____
No. of Budgeted Positions _____	No. of Filled Positions _____
Comments _____	

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SALARY SURVEY DESCRIPTION AND DATA COLLECTION SHEET
PATROL/STATE TROOPER CLASSES
EFFECTIVE DATE OF SALARIES: JANUARY 1, 2007

Captain

As a sworn peace officer, serves as commander of an assigned field office, and third-level supervisor of law enforcement officers or has charge of a major staff function in a headquarters or division office. Plans, organizes and assigns required duties within a command or patrol area; monitors office and field activities to ensure compliance with rules and regulations; promotes and manages the department's programs; directs second-level supervisors; interprets and coordinates the application of departmental policies and procedures within the command; assigns, directs and coordinates punitive action investigations within the command and takes appropriate action; provides information to the media on command activities.

Comparable Classification _____

Monthly Minimum Salary _____ Maximum Monthly Salary _____

No. of Budgeted Positions _____ No. of Filled Positions _____

Comments _____

Regional/Divisional Chief

As a sworn peace officer, serves as regional or divisional chief and plans, organizes, and directs the activities in a geographic area or headquarters division; conducts staff meetings and briefings to provide discussion and direction on programs, policies and procedures; represents the department to community groups and the media; supervises personal staff directly and line staff functionally through subordinate supervisors; monitors program operations through personal inspection, evaluation of operational and related reports, and review of budget-related documents; reviews and evaluates grievances and punitive actions to determine appropriate course of action.

Comparable Classification _____

Monthly Minimum Salary _____ Maximum Monthly Salary _____

No. of Budgeted Positions _____ No. of Filled Positions _____

Comments _____

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Section 1.2: Bargaining Unit Composition

Please place information on the bargaining units representing the Patrol/State Trooper classifications within your agency in the table below.

BARGAINING UNIT COMPOSITION/DETAILS – PATROL/STATE TROOPER CLASSES		
Survey Class	Bargaining Unit Name	Agreement Dates (Start/Expiration)
Patrol Officer/State Trooper		
Sergeant		
Captain		
Regional/Divisional Chief		

Section 1.3: Cost of Living Adjustments

Please identify the date and amount of the next cost of living adjustment for each of the survey classifications.

NEXT COST OF LIVING OR EQUITY ADJUSTMENTS – PATROL/STATE TROOPER CLASSES		
Survey Class	Cost of Living or Equity Adjustment	
	Date	Amount
Patrol Officer/State Trooper		
Sergeant		
Captain		
Regional/Divisional Chief		

SECTION 2 – CORRECTIONAL AND CUSTODY CLASSIFICATIONS

- **Correctional Officer** – Sworn classification providing public protection by supervising inmates and enforcing relevant laws and regulations.
- **Correctional Sergeant** – Sworn classification serving as a first-level supervisor to a group of Correctional Officers, and/or assuming responsibility for an inmate custody area such as dining room, kitchen, cell blocks and storeroom.
- **Correctional Captain** – Sworn classification directing the work of lower-level sworn staff in correctional facility operations, or directing investigations, or assuming management responsibility for a headquarters function.
- **Warden** – Assumes responsibility for overall operations of a correctional facility.
- **Parole Agent** – Sworn classification providing needs assessment, supervision and guidance of parolees.

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Total Compensation Survey – Law Enforcement Classes

Section 2.1: Salary Data

This section of the survey requests base salary information, as well as the number of positions within each classification, both budgeted and filled. If there is no comparable classification, please so indicate. Also, please identify any classification(s) that performs related duties under the "Comments" section in each box. If your agency uses a Deputy Sheriff classification to perform these duties, it should be matched as a comparable classification; if there are multiple levels within the Deputy Sheriff series, match the level with responsibility for the supervision of inmates. The effective date for this salary data should be **January 1, 2007**.

SALARY SURVEY DESCRIPTION AND DATA COLLECTION SHEET
CORRECTIONAL AND CUSTODY CLASSES
EFFECTIVE DATE OF SALARIES: JANUARY 1, 2007

Correctional Officer

As a sworn peace officer, provides public protection by enforcing laws and regulations while supervising the conduct of inmates of a correctional facility, jail or camp. Performs duties that vary among facilities or camps due to varying security levels of inmates, design of facilities, geographical location, watch assignment, and the number of inmates; disarms, subdues and applies restraints to inmates; stands watch and maintains visual surveillance from observation tower; detects illegal activities; inspects inmate quarters and performs inmate headcounts; transports inmates. Assignment areas may include duty in towers, housing units, reception centers, kitchens, outside crew supervision, search and escort, control booths, yard, gun posts, and transportation.

Comparable Classification _____

Monthly Minimum Salary _____ Maximum Monthly Salary _____

No. of Budgeted Positions _____ No. of Filled Positions _____

Comments _____

Correctional Sergeant

As a sworn peace officer in a correctional facility, serves as first-level supervisor of Correctional Officers in an assigned major area or on an assigned watch to ensure the safe custody, discipline and welfare of inmates. Correctional Sergeants may also be in charge of the custodial functions in limited but difficult and responsible areas of activities, such as in dining room, kitchen, visiting room, mail room, cell blocks, storeroom, receiving and release unit, or control room. Makes inspection tours to ensure Correctional Officers are alert and diligent in the performance of their duties; directs the inspection of inmate quarters; prepares and conducts employee performance evaluations.

Comparable Classification _____

Monthly Minimum Salary _____ Maximum Monthly Salary _____

No. of Budgeted Positions _____ No. of Filled Positions _____

Comments _____

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Total Compensation Survey – Law Enforcement Classes

SALARY SURVEY DESCRIPTION AND DATA COLLECTION SHEET
CORRECTIONAL AND CUSTODY CLASSES
EFFECTIVE DATE OF SALARIES: JANUARY 1, 2007

Correctional Captain

As a sworn peace officer, and under general direction either (1) plans, organizes, and directs the daily operations of Correctional Officers, Sergeants and Lieutenants in the safe custody, discipline, and welfare of the inmates in a correctional facility; or (2) directs investigative workload within a correctional facility with responsibility for the investigation and referral for prosecution of all criminal matters relative to the institution's operations; or (3) performs technical or supervisory duties as a management assistant to a headquarters administrator in such broad areas as transportation, background investigations and training.

Comparable Classification _____

Monthly Minimum Salary _____ Maximum Monthly Salary _____

No. of Budgeted Positions _____ No. of Filled Positions _____

Comments _____

Warden

Under administrative direction, is responsible for the overall operation of a correctional facility. Generally supervises education and treatment programs for inmates; business, financial, and maintenance operations, and selection of institutional staff.

Comparable Classification _____

Monthly Minimum Salary _____ Maximum Monthly Salary _____

No. of Budgeted Positions _____ No. of Filled Positions _____

Comments _____

State of California, Department of Personnel Administration
Total Compensation Survey – Law Enforcement Classes

SALARY SURVEY DESCRIPTION AND DATA COLLECTION SHEET
CORRECTIONAL AND CUSTODY CLASSES
EFFECTIVE DATE OF SALARIES: JANUARY 1, 2007

Parole Agent

As a sworn peace officer, carries a case load of adult parolees from correctional facilities; provides needs assessment, supervision and guidance to parolees; arranges for services for parolees such as employment, education, counseling, housing, and medical care to facilitate transition to civilian life; conducts investigations when parole violation or criminal behavior is alleged, including interviewing, surveillance and search and seizure; participates in the assessment of parolees' risk to the community and type of services required; makes recommendations to administrative paroling authority regarding case dispositions.

Comparable Classification _____

Monthly Minimum Salary _____ Maximum Monthly Salary _____

No. of Budgeted Positions _____ No. of Filled Positions _____

Comments _____

State of California, Department of Personnel Administration
Total Compensation Survey – Law Enforcement Classes

Section 2.2: Bargaining Unit Composition

Please place information on the bargaining units representing Correctional and Custody classifications within your agency in the table below.

BARGAINING UNIT COMPOSITION/DETAILS –CORRECTIONAL AND CUSTODY CLASSES		
Survey Class	Bargaining Unit Name	Agreement Dates (Start/Expiration)
Correctional Officer		
Correctional Sergeant		
Correctional Captain		
Warden		
Parole Agent		

Section 2.3: Cost of Living Adjustments

Please identify the date and amount of the next cost of living adjustment for each of the survey classifications.

NEXT COST OF LIVING OR EQUITY ADJUSTMENTS – CORRECTIONAL AND CUSTODY CLASSES		
Survey Class	Cost of Living or Equity Adjustment	
	Date	Amount
Correctional Officer		
Correctional Sergeant		
Correctional Captain		
Warden		
Parole Agent		

SUPPLEMENTAL QUESTIONS – CORRECTIONAL AND CUSTODY SECTION

1. Does your agency use personnel that do not have peace officer status to supervise the conduct of inmates? ☐ Yes ☐ No

If "Yes" please list below the classification(s) which perform these duties.

Classification _____

Classification _____

Classification _____

2. Are there other features of your classification plan relating to the custody and supervision of inmates that should be noted? ☐ Yes ☐ No

If so, please explain: _____

SECTION 3 - OTHER LAW ENFORCEMENT CLASSIFICATIONS

- **Special Agent**– Sworn classification conducting a wide range of complex and sensitive civil and criminal investigations and enforcement activities.
- **Investigator** – Sworn classification performing journey-level investigative duties by conducting investigations to detect or verify suspected violations of laws, rules or regulation, typically in a specific subject matter area.
- **Park Ranger** – Sworn classification performing professional and technical duties in park units involving patrol, safety and law enforcement operations and resource protection.
- **Criminalist** –Journey-level classification responsible for conducting examinations of crime scenes for physical evidence and the scientific analysis of that evidence.
- **Special Agent-in-Charge** – Sworn classification responsible for planning, organizing, and directing the work of a group of Special Agents in a designated geographical area or a statewide enforcement program or managing multiple programs or functions.
- **Supervising Investigator** – Sworn classification serving as first-level supervisor to a group of Investigators to detect or verify suspected violations of laws, rules or regulations or assisting a superior in headquarters office.

State of California, Department of Personnel Administration
Total Compensation Survey – Law Enforcement Classes

Section 3.1: Salary Data

This section of the survey requests base salary information, as well as the number of positions within each classification, both budgeted and filled. If there is no comparable classification, please so indicate. Also please identify any classification(s) that performs related duties under the “Comments” section in each box. The effective date for this salary data should be **January 1, 2007**.

SALARY SURVEY DESCRIPTION AND DATA COLLECTION SHEET
OTHER LAW ENFORCEMENT CLASSES
EFFECTIVE DATE OF SALARIES: JANUARY 1, 2007

Special Agent

As a sworn peace officer, conducts a wide range of complex and sensitive civil and criminal investigations and enforcement activities; assignments include, but are not limited to, controlled substances, organized crime, terrorism, illegal weapons, anti-trust violations, fraud and related civil and criminal violations; plans and coordinates activities with other law enforcement jurisdictions; interrogates suspects and makes arrests; assists prosecutors in case preparation and appears as a witness; may provide lead direction and training to law enforcement personnel. Within the State of California, the use of this classification is limited to the Department of Justice.

Comparable Classification _____

Monthly Minimum Salary _____ Maximum Monthly Salary _____

No. of Budgeted Positions _____ No. of Filled Positions _____

Comments _____

Investigator

As a sworn peace officer, performs journey-level investigative duties typically within a specific subject matter area/operating agency; conducts independent and difficult investigations to detect or verify suspected violations of laws, rules or regulations; interprets and explains the provisions of laws, rules or regulations; locates and interviews witnesses and persons suspected of violations; evaluates their testimony; obtains and presents facts and evidence to support administrative action or prosecution; prepares cases and appears as a witness in court or at administrative hearings.

Comparable Classification _____

Monthly Minimum Salary _____ Maximum Monthly Salary _____

No. of Budgeted Positions _____ No. of Filled Positions _____

Comments _____

State of California, Department of Personnel Administration
Total Compensation Survey – Law Enforcement Classes

SALARY SURVEY DESCRIPTION AND DATA COLLECTION SHEET
OTHER LAW ENFORCEMENT CLASSES
EFFECTIVE DATE OF SALARIES: JANUARY 1, 2007

Park Ranger

As a sworn peace officer, works primarily in field districts of the park system including parks, reserves, historical units, recreational areas, beaches, wayside campgrounds, underwater parks, and off-highway motor vehicle recreation areas. The position performs professional and technical duties in park units involving patrol, safety and law enforcement operations and resource protection; performs patrol duties; issues citations; writes reports; makes physical arrests for misdemeanors, felonies and warrants; conducts criminal and administrative investigations.

Comparable Classification _____

Monthly Minimum Salary _____ Maximum Monthly Salary _____

No. of Budgeted Positions _____ No. of Filled Positions _____

Comments _____

Criminalist

Journey-level professional classification responsible for conducting examinations of crime scenes for physical evidence; makes chemical analyses such as alcohol determinations, toxicological analyses of foods and body viscera and fluids; tests for drugs and explosives; makes the difficult microscopic, chemical, and serological tests on blood and other physiological fluid stains; identifies and compares substances in forensic cases; makes visual examinations and comparisons of tool marks, firearms and other weapons, bullets, cartridge cases and ammunition; prepares evidence and exhibits and testifies in court as expert witnesses; assists local law enforcement officers and prosecutors in analyzing and interpreting evidence; writes reports and correspondence.

Comparable Classification _____

Monthly Minimum Salary _____ Maximum Monthly Salary _____

No. of Budgeted Positions _____ No. of Filled Positions _____

Comments _____

State of California, Department of Personnel Administration
Total Compensation Survey – Law Enforcement Classes

SALARY SURVEY DESCRIPTION AND DATA COLLECTION SHEET
OTHER LAW ENFORCEMENT CLASSES
EFFECTIVE DATE OF SALARIES: JANUARY 1, 2007

Special Agent-in-Charge

As a sworn peace officer, this management position (1) plans, organizes, directs the work of Special Agents in a designated geographical area or a statewide enforcement program; or (2) manages multiple, specialized, investigative, enforcement, or training programs or projects. Within the State of California, the use of this classification is limited to the Department of Justice.

Comparable Classification _____

Monthly Minimum Salary _____ Maximum Monthly Salary _____

No. of Budgeted Positions _____ No. of Filled Positions _____

Comments _____

Supervising Investigator

As a sworn peace officer, (1) serves as first-level supervisor to a group of Investigators in the performance of investigations to detect or verify suspected violations of laws, rules or regulations; or (2) assists a superior in headquarters office to plan and direct a major investigation program; directs or conducts complex investigations; prepares cases and appears in court or in administrative hearings.

Comparable Classification _____

Monthly Minimum Salary _____ Maximum Monthly Salary _____

No. of Budgeted Positions _____ No. of Filled Positions _____

Comments _____

State of California, Department of Personnel Administration
Total Compensation Survey – Law Enforcement Classes

Section 3.2: Bargaining Unit Composition

Please place information on the bargaining units representing Other Law Enforcement classifications within your agency in the table below.

BARGAINING UNIT COMPOSITION/DETAILS –OTHER LAW ENFORCEMENT CLASSES		
Survey Class	Bargaining Unit Name	Agreement Dates (Start/Expiration)
Special Agent		
Investigator		
Park Ranger		
Criminalist		
Special Agent-in-Charge		
Supervising Investigator		

Section 3.3: Cost of Living Adjustments

Please identify the date and amount of the next cost of living adjustment for each of the survey classifications.

NEXT COST OF LIVING OR EQUITY ADJUSTMENTS –OTHER LAW ENFORCEMENT CLASSES		
Survey Class	Cost of Living or Equity Adjustment	
	Date	Amount
Special Agent		
Investigator		
Park Ranger		
Criminalist		
Special Agent-in-Charge		
Supervising Investigator		

SUPPLEMENTAL QUESTIONS – OTHER LAW ENFORCEMENT CLASSES SECTION

1. In addition to the classifications matched in this survey, does your agency use any other sworn classifications to investigate suspected violations of law? ☐ Yes ☐ No

If "Yes", please list below the classification(s) performing these duties.

Classification _____

Classification _____

Classification _____

2. In addition to the sworn classifications matched in this survey, does your agency use job classifications that do not have peace officer status to conduct investigations? ☐ Yes ☐ No

If "Yes", please list below the classification(s) performing these duties.

Classification _____

Classification _____

Classification _____

3. Are there other features of your classification plan relating to the conduct of investigations that should be noted? ☐ Yes ☐ No

If "Yes", please explain: _____

Appendix 6

Sample Survey Data Collection Form

State of California, Department of Personnel Administration
Total Compensation Survey – Patrol/State Trooper Classifications

Agency Name _____

ALL DATA SHOULD BE EFFECTIVE JANUARY 1, 2007

PATROL/STATE TROOPER CLASSIFICATIONS

Survey Classification	Matched Classification
Officer	
Sergeant	
Captain	
Regional/Divisional Chief	

State of California, Department of Personnel Administration
Total Compensation Survey – Patrol/State Trooper Classifications

Agency Name _____

Section 1 - Bargaining Unit Composition – Patrol/State Trooper

BARGAINING UNIT COMPOSITION/DETAILS – PATROL/STATE TROOPER		
Survey Classification	Bargaining Unit Name	Agreement Dates (Start/Expiration)
Officer		
Sergeant		
Captain		
Regional/Division Chief		

State of California, Department of Personnel Administration
Total Compensation Survey – Patrol/State Trooper Classifications

Agency Name _____

Section 2 - Weekly Work Schedule and Overtime Details

This section of the survey is designed to capture details of the work week for each survey classification, as well as any overtime provisions.

WORK WEEK SCHEDULES – PATROL/STATE TROOPER		
Survey Classification	Daily/Weekly Schedule (e.g. 8 hour day, 9 hour day, etc)	Overtime Rate/Special Details
Officer		
Data Source:		
Sergeant		
Data Source:		
Captain		
Data Source:		
Regional/Divisional Chief		
Data Source:		

State of California, Department of Personnel Administration
Total Compensation Survey – Patrol/State Trooper Classifications

Agency Name _____

Section 3 – Premium Pay Amounts

This section of the survey captures premium pay amounts paid to each survey classification. Please identify the premium pay amount for each category and then identify any classifications that receive this premium pay. Premium pay categories can also be assignment areas such as K-9, aircraft or helicopter pilot/observer, detective, SWAT, etc.

PREMIUM PAY PRACTICES PATROL/STATE TROOPER		
Premium Pay Type	Premium Pay Amount	Class(es) Receiving Premium Pay
Uniform Allowance		
Data source:		
Uniform Allowance		
Data source:		
Motorcycle Pay		
Data source:		
Motorcycle Pay		
Data source:		

State of California, Department of Personnel Administration
Total Compensation Survey – Patrol/State Trooper Classifications

Agency Name _____

PREMIUM PAY PRACTICES PATROL/STATE TROOPER		
Premium Pay Type	Premium Pay Amount	Class(es) Receiving Premium Pay
Shift Pay (List type of shift)		
Data source:		
Shift Pay (List type of shift)		
Data Source:		
Shift Pay (List type of shift)		
Data Source:		
Longevity Pay (List all levels of longevity pay, the year in which they are applicable and the amount)		
Data Source:		
Longevity Pay (List all levels of longevity pay, the year in which they are applicable and the amount.		

State of California, Department of Personnel Administration
Total Compensation Survey – Patrol/State Trooper Classifications

Agency Name _____

PREMIUM PAY PRACTICES PATROL/STATE TROOPER		
Premium Pay Type	Premium Pay Amount	Class(es) Receiving Premium Pay
Data Source:		
Fitness Pay		
Data Source:		
Fitness Pay		
Data Source:		
Employer contribution to deferred compensation		
Data Source:		
Employer contribution to deferred compensation		
Data Source:		
Any other premium pay amounts		
Data Source:		
Any other premium pay amounts		
Data Source:		

State of California, Department of Personnel Administration
Total Compensation Survey – Patrol/State Trooper Classifications

Agency Name _____

PREMIUM PAY PRACTICES PATROL/STATE TROOPER		
Premium Pay Type	Premium Pay Amount	Class(es) Receiving Premium Pay
Any other premium pay amounts		
Data Source:		
Any other premium pay amounts		
Data Source:		
Any other premium pay amounts		
Data Source:		
Any other premium pay amounts		
Data Source:		
Any other premium pay amounts		
Data Source:		
Any other premium pay amounts		
Data Source:		
Any other premium pay amounts		
Data Source:		

State of California, Department of Personnel Administration
Total Compensation Survey – Patrol/State Trooper Classifications

Agency Name _____

PREMIUM PAY PRACTICES PATROL/STATE TROOPER		
Premium Pay Type	Premium Pay Amount	Class(es) Receiving Premium Pay
Any other premium pay amounts		
Data Source:		
Any other premium pay amounts		
Data Source:		

State of California, Department of Personnel Administration
Total Compensation Survey – Patrol/State Trooper Classifications

Agency Name _____

Section 4 – Education Incentive Amounts

This section of the survey captures the education incentive pay provided to each survey class. List all incentives provided under the relevant category, and then identify the most each class can receive – MOU language may address the practice as “stacking” or “pyramiding”, or “cumulative”. If you see the term “**compounded**”, then it means that the total incentive is compounded, e.g. base salary times Education Incentive #1 times Education Incentive #2.

EDUCATION INCENTIVE PRACTICES PATROL/STATE TROOPER			
Survey Classification	Certification/Education/Amount		Maximum Amount Paid for All Incentives Per Month
	Certifications/Amount Per Month as Percentage of Pay or Flat Amount	Education/Amount Per Month as Percentage of Pay or Flat Amount	
Officer	POST Basic POST Intermediate POST Advanced Other	AA Degree BA Degree MA Degree Other	
Data Source:			
Sergeant	POST Intermediate POST Advanced POST Supervisory Other	AA Degree BA Degree MA Degree Other	
Data Source:			

State of California, Department of Personnel Administration
Total Compensation Survey – Patrol/State Trooper Classifications

Agency Name _____

EDUCATION INCENTIVE PRACTICES PATROL/STATE TROOPER			
Survey Classification	Certification/Education/Amount		Maximum Amount Paid for All Incentives Per Month
	Certifications/Amount Per Month as Percentage of Pay or Flat Amount	Education/Amount Per Month as Percentage of Pay or Flat Amount	
Captain	POST Advanced POST Supervisory POST Management Other	AA Degree BA Degree MA Degree Other	
Data Source:			
Regional/Divisional Chief	POST Supervisory POST Management POST Executive Other	AA Degree BA Degree MA Degree Other	
Data Source:			

State of California, Department of Personnel Administration
Total Compensation Survey – Patrol/State Trooper Classifications

Agency Name _____

Section 5 - Employer Contribution to Benefits Programs

Identify the employer contribution amount for each benefit category for each survey classification. If two classes receive the same benefit, you can so state by placing that information into the appropriate cell. For example, if the Sergeant receives the same medical amounts as the Officer, then you can place "Same as Officer" in the Sergeant box.

EMPLOYER CONTRIBUTION TO BENEFITS PROGRAMS PATROL/STATE TROOPER			
CAFETERIA PLAN PRACTICES (IF PROVIDED IN LIEU OF CONTRIBUTIONS TO HEALTH PLANS)			
Enter the maximum amount paid by the employer and what benefits the payment is intended to cover, e.g. medical, dental, life, etc.			
Officer	Sergeant	Captain	Reg./Div. Chief
Data Source:			
If your employees can receive payment in lieu of benefits, please provide the maximum amount they can receive, and indicate whether they can receive it in cash or deferred compensation.			
Officer	Sergeant	Captain	Reg./Div. Chief
Max. Amount	Max. Amount	Max. Amount	Max. Amount
Cash	Cash	Cash	Cash
Deferred Comp	Deferred Comp	Deferred Comp	Deferred Comp
Data Source:			

State of California, Department of Personnel Administration
Total Compensation Survey – Patrol/State Trooper Classifications

Agency Name _____

EMPLOYER CONTRIBUTION TO BENEFITS PROGRAMS PATROL/STATE TROOPER

Does the health plan include prescription drug coverage? If no, confirm how much extra the employer and/or employee must pay for coverage

Officer	Sergeant	Captain	Reg./Div. Chief
Yes	Yes	Yes	Yes
No (Employer cost)	No (Employer cost)	No (Employer cost)	No (Employer cost)
No (Employee cost)	No (Employee cost)	No (Employee cost)	No (Employee cost)

Data Source:

MEDICAL PLAN

List the **employer's maximum** contribution for full family coverage for the most commonly used plan

Officer	Sergeant	Captain	Reg./Div. Chief

List the **employee's maximum** contribution for full family coverage for the most commonly used plan

Officer	Sergeant	Captain	Reg./Div. Chief

List the name of the most commonly used plan

Officer	Sergeant	Captain	Reg./Div. Chief

Data Source:

State of California, Department of Personnel Administration
Total Compensation Survey – Patrol/State Trooper Classifications

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EMPLOYER CONTRIBUTION TO BENEFITS PROGRAMS PATROL/STATE TROOPER

DENTAL PLAN

List the **employer's maximum** contribution for full family coverage for the most commonly used plan

Officer	Sergeant	Captain	Reg./Div. Chief

List the **employee's maximum** contribution for full family coverage for the most commonly used plan

Officer	Sergeant	Captain	Reg./Div. Chief

List the name of the most commonly used plan

Officer	Sergeant	Captain	Reg./Div. Chief

Data Source:

VISION PLAN

List the **employer's maximum** contribution for full family coverage for the most commonly used plan

Officer	Sergeant	Captain	Reg./Div. Chief

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EMPLOYER CONTRIBUTION TO BENEFITS PROGRAMS PATROL/STATE TROOPER

VISION PLAN

List the employee's *maximum* contribution for full family coverage for the most commonly used plan

Officer	Sergeant	Captain	Reg./Div. Chief

Data Source:

OTHER HEALTH CONTRIBUTIONS

Does your agency contribute any additional amounts, not already reported, to the cost of health care? If yes, please indicate the monthly amount below, if no please indicate N/A.

Officer	Sergeant	Captain	Reg./Div. Chief

Data Source:

LIFE INSURANCE

List the benefit (e.g. \$25,000 or 1 time annual salary) and cost (e.g. \$0.35 per \$1,000). If your agency does not offer this benefit, place "N/A" in the box.

Officer	Sergeant	Captain	Reg./Div. Chief
Benefit	Benefit	Benefit	Benefit
Cost	Cost	Cost	Cost

Data Source:

State of California, Department of Personnel Administration
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SHORT TERM DISABILITY			
List whether or not your agency provides this benefit by leaving the correct answer in the box and deleting the other response.			
Officer		Sergeant	
Captain		Reg./Div. Chief	
Yes No	Yes No	Yes No	Yes No
Data Source:			
LONG TERM DISABILITY			
List the benefit (e.g. 60% of base salary) any caps (e.g. \$5,000 per month) and cost (e.g. \$0.85 per \$100). If your agency does not offer this benefit, place "N/A" in the box.			
Officer		Sergeant	
Captain		Reg./Div, Chief	
Benefit	Benefit	Benefit	Benefit
Cap	Cap	Cap	Cap
Cost	Cost	Cost	Cost
Data Source:			
ACCIDENTAL DEATH AND DISMEMBERMENT PROGRAM			
List the benefit (e.g. \$25,000 or 1 time annual salary) and cost (e.g. \$0.08 per \$1,000). If your agency does not offer this benefit, place "N/A" in the box. If the cost of this plan is included in your life insurance plan, please write "Inc in life" on the cost line			
Officer		Sergeant	
Captain		Reg./Div, Chief	
Benefit	Benefit	Benefit	Benefit
Cost	Cost	Cost	Cost
Data Source:			

State of California, Department of Personnel Administration
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EMPLOYER CONTRIBUTION TO BENEFITS PROGRAMS PATROL/STATE TROOPER

RETIREE MEDICAL PLAN

List the **employer's maximum** contribution for the most commonly used medical plan for the listed categories of retirees. If your agency does not offer coverage for the specific category, place "N/A" next to the category.

Officer	Sergeant	Captain	Reg./Div, Chief
Retiree Only	Retiree Only	Retiree Only	Retiree Only
Retiree/Spouse	Retiree/Spouse	Retiree/Spouse	Retiree/Spouse
Retiree/Family	Retiree/Family	Retiree/Family	Retiree/Family

List the **employee's maximum** contribution for the most commonly used plan for the listed categories. If your agency does not offer coverage for the specific category, place "N/A" next to the category

Officer	Sergeant	Captain	Reg./Div, Chief
Retiree Only	Retiree Only	Retiree Only	Retiree Only
Retiree/Spouse	Retiree/Spouse	Retiree/Spouse	Retiree/Spouse
Retiree/Family	Retiree/Family	Retiree/Family	Retiree/Family

List the name of the most commonly used plan

Officer	Sergeant	Captain	Reg./Div, Chief

Data Source:

RETIREE MEDICAL PLAN

State of California, Department of Personnel Administration
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EMPLOYER CONTRIBUTION TO BENEFITS PROGRAMS PATROL/STATE TROOPER

Does the retiree health plan include prescription drug coverage? If no, confirm how much extra the employer and/or employee must pay for coverage if available.

Officer	Sergeant	Captain	Reg./Div. Chief
Yes	Yes	Yes	Yes
No (Employer cost)	No (Employer cost)	No (Employer cost)	No (Employer cost)
No (Employee cost)	No (Employee cost)	No (Employee cost)	No (Employee cost)

Data Source:

Is there an eligibility requirement (e.g. 5 years of service) or vesting schedule (e.g. 100% vested at 20 years) for retiree medical programs? If the answer is yes, identify the requirement and/or vesting schedule.

Officer	Sergeant	Captain	Reg./Div, Chief
No	No	No	No
Yes	Yes	Yes	Yes
Requirement/Vesting Schedule	Requirement/Vesting Schedule	Requirement/Vesting Schedule	Requirement/Vesting Schedule

Data Source:

When was the last time this benefit changed? Identify the previous practice and the date the change occurred.

Officer	Sergeant	Captain	Reg./Div, Chief
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EMPLOYER CONTRIBUTION TO BENEFITS PROGRAMS PATROL/STATE TROOPER

Benefit changed on (date)	Benefit changed on (date)	Benefit changed on (date)	Benefit changed on (date)
Previous practice	Previous practice	Previous practice	Previous practice

Data Source:

RETIREMENT PLAN

List the type of retirement plan your agency has, e.g. PERS, 37 Act

Officer	Sergeant	Captain	Reg./Div, Chief

List the retirement benefit, e.g. 3%@50, etc.

Officer	Sergeant	Captain	Reg./Div, Chief

List the retirement formula, e.g. single highest year, average three highest years, etc.

Officer	Sergeant	Captain	Reg./Div, Chief

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EMPLOYER CONTRIBUTION TO BENEFITS PROGRAMS PATROL/STATE TROOPER

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What is the total **Employer** contribution, as a percentage of base salary?

Officer	Sergeant	Captain	Reg./Div, Chief

Data Source:

RETIREMENT PLAN

What is the total **Employee** contribution, regardless of who pays it, as a percentage of base salary? If your agency is not under PERS, base your response on the amount required for an employee who is 35 years old with 15 years of service.

Officer	Sergeant	Captain	Reg./Div, Chief

Data Source:

What is the percentage of the **Employee** contribution paid by **Employer** (if applicable)

Officer	Sergeant	Captain	Reg./Div, Chief

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EMPLOYER CONTRIBUTION TO BENEFITS PROGRAMS PATROL/STATE TROOPER

Data Source:

What is the percentage of the **Employee** contribution paid by the **Employee** (if applicable)

Officer	Sergeant	Captain	Reg./Div, Chief

Data Source:

When was the last time this benefit changed? Identify the previous practice and the date the change occurred.

Officer	Sergeant	Captain	Reg./Div, Chief
Benefit has not changed	Benefit has not changed	Benefit has not changed	Benefit has not changed
Benefit changed on (date)	Benefit changed on (date)	Benefit changed on (date)	Benefit changed on (date)
Previous practice	Previous practice	Previous practice	Previous practice

Data Source:

Indicate whether your agency participates in Social Security at the full rate of 7.65% (Medicare and FICA), or 1.45% (Medicare only)

Data Source:

State of California, Department of Personnel Administration
Total Compensation Survey – Patrol/State Trooper Classifications

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Section 6- Leave Practices

This section of the survey captures leave practices for each survey classification in hours.

LEAVE PRACTICES PATROL AND ENFORCEMENT (P/E)								
Vacation Leave	Officer		Sergeant		Captain		Reg./Div. Chief	
Enter the number of hours accrued per year for each year of service, as well as the maximum amount that can be accrued in that year.	Annual Accrual	Max. Accrual	Annual Accrual	Max. Accrual	Annual Accrual	Max. Accrual	Annual Accrual	Max. Accrual
Year 1								
Year 5								
Year 10								
Year 15								
Year 20								
Maximum Accrual List the year of service for maximum accrual _____								
Data Source:								

State of California, Department of Personnel Administration
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LEAVE PRACTICES PATROL AND ENFORCEMENT (/PE)								
Leave Practices								
Sick Leave	Officer		Sergeant		Captain		Reg./Div. Chief	
List the number of hours per year and the maximum number of hours of accrual allowed.	Annual Accrual	Max. Accrual	Annual Accrual	Max. Accrual	Annual Accrual	Max. Accrual	Annual Accrual	Max. Accrual
Data Source:								
Holidays	Officer		Sergeant		Captain		Reg./Div. Chief	
List the holiday hours provided each year.								
Data Source:								
Administrative Leave	Officer		Sergeant		Captain		Reg./Div. Chief	
If your agency provides administrative leave for these classes, indicate the number of hours provided per year.	Yes		Yes		Yes		Yes	
	Hours/Year		Hours/Year		Hours/Year		Hours/Year	
	No		No		No		No	
Data Source:								

State of California, Department of Personnel Administration
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LEAVE PRACTICES PATROL AND ENFORCEMENT (/PE)				
Leave Practices				
Leave Buy Back	Officer	Sergeant	Captain	Reg./Div. Chief
<p>Is there a leave buy back policy for any of the leave categories?</p> <p>If yes, list the leave category and describe the policy.</p>	<p>Yes</p> <p>No</p>	<p>Yes</p> <p>No</p>	<p>Yes</p> <p>No</p>	<p>Yes</p> <p>No</p>
Data Source:				